

Borough Council of  
**King's Lynn &  
West Norfolk**



# **King's Lynn Area Consultative Committee**

## **Agenda**

Thursday, 16th November, 2023  
at 6.00 pm

in the

**Council Chamber  
Town Hall  
Saturday Market Place  
King's Lynn**

Also available to view at:

<https://youtube.com/user/WestNorfolkBC>







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**KING'S LYNN AREA CONSULTATIVE COMMITTEE  
AGENDA**

**DATE: THURSDAY, 16TH NOVEMBER, 2023**

**VENUE: COUNCIL CHAMBER, TOWN HALL, SATURDAY  
MARKET PLACE, KING'S LYNN PE30 5DQ**

**TIME: 6.00 pm**

**1. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**2. MINUTES OF PREVIOUS MEETING (Pages 5 - 8)**

To confirm as a correct record the minutes of the previous meeting.

**3. DECLARATIONS OF INTEREST (Page 9)**

Please indicate if there are any interests which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the Member should withdraw from the room whilst the matter is discussed.

These declarations apply to all Members present, whether the Member is part of the meeting, attending to speak as a local Member on an item or simply observing the meeting from the public seating area.

**4. URGENT BUSINESS**

To consider any business which, by reason of special circumstances, the Chairman proposes to accept as urgent under Section 100(b)(4)(b) of the Local Government Act, 1972.

**5. MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Members wishing to speak pursuant to Standing Order 34 should inform the Chairman of their intention to do so and on what items they wish to be heard before the meeting commences. Any Member attending the meeting under Standing Order 34 will only be permitted to speak on those items which have been previously notified to the Chairman.

**6. CHAIRMAN'S CORRESPONDENCE (IF ANY)**

**7. RECOMMENDATIONS ON SPECIAL EXPENSES CHARGE FOR KING'S LYNN 2024 / 2025 (Pages 10 - 14)**

**8. UPDATE OF THE PROVISION OF ACCESSIBLE PLAY EQUIPMENT AT THE WALKS, KING'S LYNN**

**9. COMMITTEE'S WORK PROGRAMME AND CABINET'S FORWARD DECISION LIST (Pages 15 - 21)**

The Committee is asked to consider items for a future Work Programme for

The Committee is also asked to consider the Cabinet's Forward Decision List.

**10. DATE OF NEXT MEETING**

The next meeting of the Committee is scheduled for Monday 29 January 2024 at 6pm in the Council Chamber, Town Hall.

To: Members of the King's Lynn Area Consultative Committee

Councillors M Bartrum, F Bone, S Collop, R Colwell, S Everett (Vice-Chair), D Heneghan, B Jones, C Joyce, A Kemp, J Lowe, J Rust (Chair), D Sayers, A Ware and M Wilkinson

For Further information, please contact:

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King's Lynn PE30 1EX

**BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK**

**KING'S LYNN AREA CONSULTATIVE COMMITTEE**

**Minutes from the Meeting of the King's Lynn Area Consultative Committee held on Thursday, 21st September, 2023 at 6.00 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

**PRESENT:** Councillor S Everett (Chair)  
Councillors M Bartrum, S Collop, R Colwell, S Everett, D Heneghan, B Jones, A Kemp and A Ware

Mark Whitmore - Management Team Representative

1 **APPOINTMENT OF VICE-CHAIR FOR THE MEETING**

**RESOLVED:** That Councillor Mrs S Collop be appointed as Vice-Chair for the meeting.

2 **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillor J Rust (Chair), F Bone, J Lowe, C Joyce, D Sayers and Mrs M Wilkinson.

3 **MINUTES OF PREVIOUS MEETING**

The minutes of the previous meeting held on 29 June 2023 were agreed as a correct record.

4 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

5 **URGENT BUSINESS**

There was no urgent business to report.

6 **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

There were no Members present pursuant to Standing Order 34.

7 **CHAIRMAN'S CORRESPONDENCE (IF ANY)**

There was no Chair's correspondence.

## 8 **CONSIDERATION OF ANY PARISH PARTNERSHIP SCHEMES**

There were no schemes to put forward for Parish Partnership funding.

Councillor Colwell informed the Committee that he was working on a scheme for improvements to the Walks area as County Councillor and would provide the Committee with further information as soon as possible.

## 9 **UPDATE ON ACCESSIBLE PLAY AREA**

[Click here to view a recording of this item on You Tube](#)

The Assistant Director provided an update on the provision of accessible play areas in the Walks, King's Lynn. He explained that the Informal Working Group had met on 10 August 2023, and he was currently in the phase of building the proposal together with a draft questionnaire for Members to complete on-line and to provide hard copies for people to complete at the Walks and other locations within the next couple of weeks.

He was also in the process of checking with the Civic Society and Fields in Trust that they were happy with the proposals. A response had been received from the Civic Society, but he was waiting for a response from Fields in Trust. He had also clarified that no planning consents would be required.

The deadline for submitting the bid was in December and he could see no reason why that timescale could not be met. He added that he was grateful to those Members who had submitted letters of support from organisations, which was helpful.

In response to a comment from Councillor Jones, the Assistant Director undertook to resend the proposed plans and location for the equipment with the minutes.

Councillor Colwell referred to the last meeting of the Informal Working Group, where it had been suggested that Members could reach out to other organisations and asked if there had been a positive response. The Assistant Director advised that he had received a number of letters of support from other organisations. He offered to share the responses with the Informal Working Group to consider if there was anyone else that would be useful in terms of supporting the application.

Councillor Kemp added that it was important that all play areas contained accessible play equipment.

The Assistant Director explained that the bid he was preparing was for the Walks only, the funding that was available would only be for one play area. The report that went to Cabinet referred to a scheme at the

Walks and anything else would require additional funding. This was an aspiration to provide play accessible play equipment in all play areas and Members and Cabinet would have to look at that as necessary when play areas came up for renewal.

Councillor Kemp added that the West Norfolk Youth Advisory Board ultimately wanted to ensure that all plays areas had accessible equipment, and this needed to be taken into account when designing new play areas.

10 **CABINET FORWARD DECISION LIST AND COMMITTEE WORK PROGRAMME**

The Committee noted the Cabinet's Forward Decision list and Committee Work Programme.

Councillor Mrs Collop stated that at the last meeting the Committee considered a report regarding the installation of a bus shelter at Tesco's Gaywood and asked what the current situation was in relation to it.

The Assistant Director advised that he would consult with Property Services and his response would be sent to the whole Committee.

Councillor Ware advised that she had a photograph of the design of the new bus shelter and handed it round to the Committee to view.

**Gaywood River and the Middleton Stop Drain**

The Chair explained that communication had been received from the Environment Agency in relation to the Middleton Stop Drain and Gaywood River.

Councillor Colwell referred to the information provided from the Environment Agency and commented that the state of the local rivers should be one of the key issues which the Council was considering so that commitment and concerns could be placed on record and those responsible agencies could do more to help. He hoped that the Council could bring the necessary agencies together so that a positive future plan could be achieved. He added that Gaywood River ran through the town centre and should be one of the highlights of the town / Walks, instead he received comments / letters from concerned residents about the state of the water.

Councillor Kemp stated that the wildlife was not in the river as it should be which also ran at the end of Sydney Street and the Southgates Park, and was green and full of algae. She added that it should be a live running stream again.



Councillor Heneghan added that it appeared that everyone was in agreement that something needed to be done. The Chair suggested that it should be passed to the E&C Panel for consideration with the Committee also invited to attend.

Councillor Colwell stated that he had the names of two people who would like to talk to the Committee / E&C Panel:

- Andy Millar - was the newly appointed Nature Recovery Partnership Manager for Norfolk & Suffolk County Council.
- Dr Sarah Taigel – was a GIS and fluvial specialist and helping develop citizen science projects on the Gaywood river.

**AGREED:** That the item be placed on the E&C Work Programme.

The following items were identified to be added to the work programme:

- Litter / Dog Poo Bins – how to obtain them / how much was spent in the area.

Councillor Colwell requested a map which showed litter / dog poo bins for the area.

Councillor Colwell also requested that Changing Place toilets be added to the work programme, as he was concerned that the Borough had fallen behind other areas. The only place which he was aware of was Tesco at Gaywood and there were none in the town centre. He understood that the Changing place planned for Lynnsport was not now going ahead.

Councillor Jones stated that there was some budget for the Council to provide 3 changing places – 1 in King’s Lynn, 1 in Hunstanton and 1 in Downham Market. The one for King’s Lynn was proposed to be put into the MUCH. Councillor Jones had raised the issue of providing one at the Bus Station.

## 11 **DATE OF NEXT MEETING**

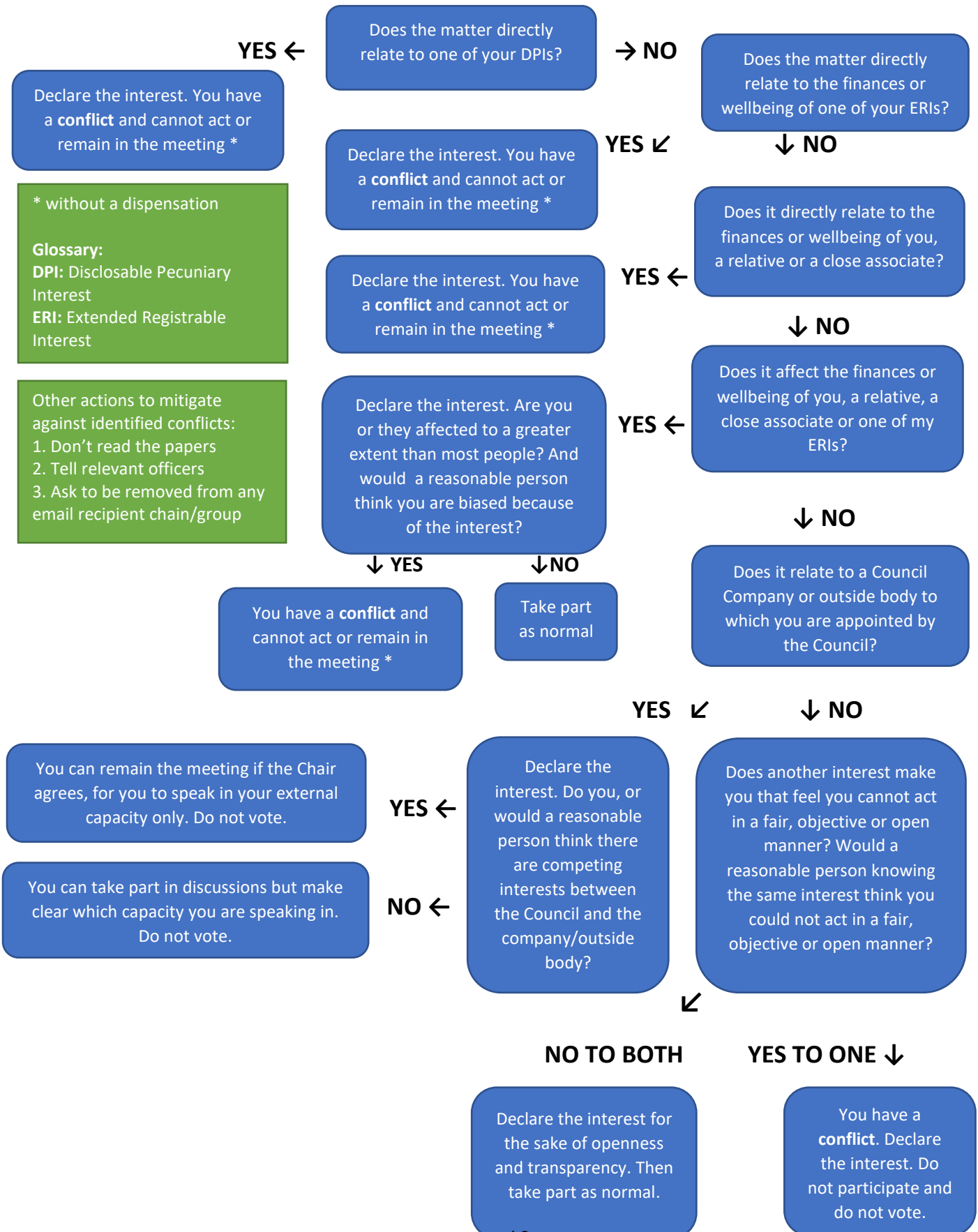
The next meeting of the Committee was scheduled for **Thursday 16 November 2023** at **6pm** in the **Council Chamber, Town Hall** to consider the Special Expenses.

**The meeting closed at 6.28 pm**

**DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART**



**START**



Declare the interest. You have a **conflict** and cannot act or remain in the meeting \*

\* without a dispensation

**Glossary:**

**DPI:** Disclosable Pecuniary Interest

**ERI:** Extended Registrable Interest

**Other actions to mitigate against identified conflicts:**

1. Don't read the papers
2. Tell relevant officers
3. Ask to be removed from any email recipient chain/group

**POLICY REVIEW AND DEVELOPMENT PANEL REPORT**

REPORT TO:	<i>Kings Lynn Area Consultative Committee (KLACC)</i>		
DATE:	16 November 2023		
TITLE:	Recommendations on Special Expense Charge for King's Lynn		
TYPE OF REPORT:	<i>Policy Development</i>		
PORTFOLIO(S):	Cllr Chris Morley, Portfolio Holder for Finance		
REPORT AUTHOR:	Michelle Drewery, Assistant Director Resources		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

**REPORT SUMMARY**

PURPOSE OF REPORT/SUMMARY:
To consider the proposed King's Lynn Special Expenses for the year 2024/2025.
KEY ISSUES:
<p>The terms of reference for the King's Lynn Area Consultative Committee (KLACC) describe one of its roles as acting as a consultative forum, on the funding raised by, and utilisation of the King's Lynn Special Expenses, and to offer input on priorities for this expenditure and if appropriate the level of funds to be raised. This will need to be a recommendation to Cabinet.</p> <p>Any recommendations will need to be made in full consideration of the implications on the Special Expenses charge.</p>
OPTIONS CONSIDERED:
<ol style="list-style-type: none"> <li>1. Make no recommendations for changes to Special Expenses for the 2024/2025 financial year.</li> <li>2. Make recommendations to Cabinet on the priorities for, and utilisation of, the Special Expenses charge for King's Lynn, for the period 2024/2025.</li> </ol>
RECOMMENDATIONS:
<ol style="list-style-type: none"> <li>1. That the Committee endorse the Special Expenses charge for 2024/2025 as set out in section 2.2 of the report.</li> </ol>
REASONS FOR RECOMMENDATIONS:
Making recommendations on the utilisation of Special Expenses for King's Lynn was within the original terms of reference of the Committee.

## 1. Introduction

1.1 One of the Terms of Reference of KLACC, is “to act as a consultative forum on the funding raised by, and utilisation of the King’s Lynn Special Expenses, and to offer input on priorities for this expenditure and if appropriate the level of funds to be raised.”

1.2 The Local Government Finance Act 1992 defines a Local Authority’s Special Expenses. It states that Special Expenses are any expenses incurred by the authority in performing in a part of its area, a function performed elsewhere by a Parish Council.

1.3 Special Expenses are currently charged for:

- Footway Lighting
- Play Areas
- Community Centres
- Closed Churchyards
- Allotments
- Pavilions
- Dog Bins
- Open Spaces
- Bus Shelters
- Public Conveniences (80% of costs of Walks Broadwalk and Management Building facilities)
- Parish Partnership
- Play area (Capital Scheme)

1.4 The total cost of Special Expenses is met by the Council taxpayers of King’s Lynn. The annual charge to the residents is made through an addition to the Council Tax bill. The table below details the special expenses charge 2023/2024 for King’s Lynn.

	<b>Charge 2023/2024 £</b>
Footway Lighting	96,840
Play Areas	50,380
Community Centres	78,780
Closed Churchyards	12,160
Allotments	8,550
Pavilions	80,350
Dog bins	13,290
Open Spaces	338,430
Bus Shelters	11,630
Public Conveniences	16,250
Parish Partnership Traffic Calming	1,450
<b>Total</b>	<b>708,110</b>
Borough Council Budget Support	(150,670)
<b>Revised Total</b>	<b>557,440</b>
Taxbase 2023/2024	10,835
<b>Band D Charge 2023/2024</b>	<b>51.45</b>

Band D Charge 2022/2023	49.53
<b>Increase</b>	<b>£1.92</b>
<b>Percentage Increase</b>	<b>3.88%</b>

1.5 Since the closure of some buildings to the general public during the pandemic, some council staff have remained at South Lynn Community Centre. The Community Centre budget was reinstated in full during as it was expected that staff would return to their usual place of work but for various reasons this has not happened. As a result, a sum of £10,810 was set aside in a reserve which relates to the sum returned in 2022/2023 due to this occupancy. It is expected that this will be used to contribute towards capital improvement schemes as proposed and supported by KLACC members.

## 2. Special Expenses 2024/2025

2.1 The council tax base for King's Lynn for 2024/2025 is currently estimated at 11,019 which is an increase of 184 from 2023/2024. This is subject to approval at this time.

2.2 The table below details the estimated cost of special expense charges for King's Lynn:

	<b>Estimate 2024/2025 £</b>
Footway Lighting	60,780
Play Areas	51,360
Community Centres	57,230
Closed Churchyards	12,580
Allotments	7,570
Pavilions	87,860
Dog bins	14,970
Open Spaces	357,770
Bus Shelters	6,530
Public Conveniences*	15,950
Parish Partnership Traffic Calming*	1,450
<b>Total</b>	<b>674,050</b>
*Note these items are subject to update	
Borough Council Budget Support	(TBC)
<b>Revised Total</b>	<b>674,050</b>
Taxbase 2023/2024	11,019
<b>Band D Charge 2023/2024</b>	<b>61.17</b>
Band D Charge 2022/2023	51.45
<b>Increase</b>	<b>£9.72</b>
<b>Percentage Increase</b>	<b>18.89%</b>

2.3 The main movements between the special expenses charges for 2023/2024 and 2024/2025 are –

- Footway lighting decrease of £36,060 – this decrease in costs is due to an expected decrease in utility rates due to new contract prices advised to take effect from 1 April 2024. This is an estimated figure and is still being reviewed and is subject to change.
- Play areas increase of £980 – a new schedule and itinerary has been developed. Further clarification required on whether this increase reflects this.
- Community Centres decrease of £21,550 – this decrease in costs is due to an expected decrease in utility rates due to new contract prices advised to take effect from 1 April 2024. This is an estimated figure and is still being reviewed and is subject to change.
- Closed churchyards increase of £420 is due to an estimated increase in staffing costs.
- Allotments reduction of £980 is the net position following an estimated increase in rental income of £1,720 offset by an increase in costs for maintenance and staffing.
- Pavilions increase of £7,510 is mainly due to increase in utility costs. This is being investigated and is subject to change.
- Dog bins increase of £1,680 is due to an inflationary increase of 6.8%
- Open Spaces increase of £19,340 – this increase is due to an estimated increase in staffing costs as well as other inflationary increases including utility costs so is subject to change.
- Bus Shelters decrease of £5,100 – this decrease in costs is due to an expected decrease in utility rates due to new contract prices advised to take effect from 1 April 2024. This is an estimated figure and is still being reviewed and is subject to change.
- Public conveniences decrease of £300– these increases are based on inflationary increases for materials and staffing.

2.4 The above figures present a significant increase in the cost of services provided through special expenses. The increase of £9.72 significantly exceeds the £5 increase in council tax that the council is permitted to levy without going through a referendum exercise.

2.5 The council applies a notional split of the £5 increase in council tax as follows:

Borough Council	£4.50
Special Expenses	£0.50

2.6 In order to bring the level of increase in special expenses down from £9.72 to £0.50, this will require supplementing from the council's budget. This supplement is currently estimated at around £107,000. The council will not know the true figure until the budget setting process is near completion and the council tax resolution can be calculated in detail. The council will maximise the £0.50 increase across all special

expenses and arrive at a balancing figure. This will take into account the overall level of special expenses across all parishes. It should be noted that £0.50 equates to £5,510 based on the council tax base of 11,019.

### **3. New Schemes**

- 3.1 There are currently no proposals for new schemes for consideration at the time of writing this report. However, as can be seen from the detail in the report, there is no spare capacity to fund any new schemes at this point in time.

### **4. Financial Implications**

- 4.1 There will be financial implications associated with the allocation of Special Expenses. The implications will be dependent on the recommendations which the Committee make to Cabinet.
- 4.2 As can be seen from the report, increases in the level of special expenses will have an impact on the council's core budget. If the council exceeds the £5 council tax referendum limit (subject to confirmation) on increasing council tax overall, it may be necessary to make further amendments to comply with the legislation on council tax increases. These will be reported back accordingly.
- 4.3 Due to the significant increase in special expense cost, the financial implications may impact on future years also which will limit the possibility of any new schemes being brought forward unless fully funded.

### **5. Conclusion**

- 5.1 As part of their terms of reference the King's Lynn Area Consultative Committee (KLACC) can make recommendations on priorities for the expenditure and if appropriate the level of funds to be raised through Special Expenses within King's Lynn.
- 5.2 The Committee is asked to consider and endorse the special expenses charge for 2024/2025 and corresponding council supplement as set out in the report whilst noting the financial implications also set out in the report.

**FORWARD DECISIONS LIST**

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
20 November 2023	Special meeting to deal with CIL applications	Non	Cabinet	Regeneration and Development Asst Dir S Ashworth		Public

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
5 December 2023						
	Council Tax Support Scheme – Final Scheme 2024/25	Key	Council	Finance Asst Director – Resources		Public
16	Care and Repair Contract – Handy Person Prevention Framework.		Cabinet			Private Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Assets of Community Value	Non	Cabinet	Property and Corporate Services Monitoring Officer		Public
	Council Companies Funding	Key	Council	Business Assistant Dir D Ousby		Part public and part Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)



	Cabinet Task Groups	Non	Cabinet	Leader Chief Executive		Public
	CIL Governance and Spending Document 2024 and Annual Infrastructure Funding List	Key	Cabinet	Regeneration and Development		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
15 January 2024						
17	West Norfolk Shared Prosperity Funding update	Key	Cabinet	Business Asst Director – D Hall		Part Public Part Private Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Florence Fields – Tenure Mix	Non	Council	Deputy Leader Assistant Director – D Ousby		Part Public and part Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Lynnsport One	Key	Council	Regeneration & Development Asst Dir Companies & Housing Delivery – D Ousby		Public

	Overnight Campervan parking in Hunstanton	Non	Cabinet	Leader Asst Director – M Chisholm		Public
	Polling District Review	Key	Council	Leader Chief Executive		Public
	Peer Review Challenge Final Report	Non	Council	Leader Chief Executive		Public
	Council Tax for Second Homes	Key	Council	Leader Exec Dir – Finance		Public
	Hardings Way/Boal Quay – Village Green	Non	Cabinet	Property and Corporate Services – or Development and Regeneration? Exec Director		Public
	Appointment of Honorary Aldermen	Non	Council	Chief Executive		Public

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
6 February 2024						
	St George's Guildhall RIBA Stage 3 and project scope	Key	Cabinet	Regeneration & Development Asst Dir		Public
	Capital Programme	Key	Council	Finance Asst Director – Resources		Public
	Budget 2024/25	Key	Council	Finance Asst Director – Resources		Public
	Treasury Management Strategy/ Investment Strategy	Key	Council	Finance Asst Director – Resources		Public
	Empty Homes Strategy Review	Key	Council	People and Communities Asst Dir M Whitmore		Public

	Article 4 Direction	Non	Cabinet	Regeneration and Development Assistant Director – S Ashworth		Public
	King's Lynn Town Football Club	Non	Cabinet	Property Asst Dir – M Henry		Private- Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
5 March 2024						
19	Review of Outside Bodies	Non	Cabinet and Council	Leader		Public
	Peer Review Challenge Action Plan	Non	Council	Leader Chief Executive		Public

Date of meeting	Report title	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
23 April 2024						

**Items to be scheduled**

	Notice of Motion 7-21 – Councillor Kemp – Equalities	Non	Council	People & Communities Asst Dir B Box		Public
	Procurement Strategy	Non	Cabinet	Finance Asst Dir – D Ousby		Public

	Review of Planning Scheme of Delegation (summer 23)	Non	Council	Development and Regeneration Asst Dir – S Ashworth		Public
	Redundancy Policy	Non	Council	Leader Exec Dir – D Gates		Public
	Custom and Self Build Site – Stoke Ferry	Non	Cabinet	Regeneration and Development Assistant Director - D Hall		Public
	Southend Road Hunstanton	Key	Cabinet	Regeneration & Development Asst Dir – D Ousby		Public

**KING'S LYNN AREA CONSULTATIVE COMMITTEE  
WORK PROGRAMME 2023/2024**

**29 June 2023**

- Appointment of Chair
- Appointment of Vice-Chair
- Introduction to the Committee and its Terms of Reference
- Discussion with the Leader, Councillor Parish
- Membership of KLACC Planning Sub-Group and Play Areas Informal Working Group 23/24
- Update on the Parish Partnership Scheme
- Update of the provision of accessible play equipment at The Walks

**21 September 2023**

- Consideration of any parish partnership schemes
- Update on the provision of accessible play equipment at The Walks

**16 November 2023**

- Special Expenses
- Update on the provision of accessible play equipment at The Walks

**29 January 2024**

- Environment Agency – Middleton Stop Drain and Gaywood River – now being considered by E&C

<b><u>14 March 2024</u></b>

**To be programmed:**

Litter / dog poo bins

Changing Places toilets

Support to the Ukrainian community and the wider migrant community – Julie Chaplin

King's Lynn Ferry

QEH Governing Body - Request from Councillor Rust